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ABSTRACT

The New Start program at the University of Nebraska-Omaha was initiated in 1975 to focus on the needs and concerns of nontraditional students, i.e, individuals who are at least 25 years old and have been away from formal education for at least three years. Offered as an elective course for one hour of credit, the program includes reviews of basic skills in math and English as well as the learning of study and test-taking skills, stress management, and library skills. The largest single block of New Start time--25 percent of the class sessions--is spent in instruction on the use of library resources. Focusing on the bibliographic instruction component of the program, this paper discusses the special needs of this group of students and how the library instruction helps to meet these needs. The content of the course is also briefly described together with the teaching methods used, students' and librarians' attitudes toward the course, and an assessment of its effectiveness. The 17-page Library Orientation Workbook, four worksheet assignments, and the evaluation form that students complete in the last class of each session are appended. (RP)

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ED288527

NEW START: BIBLIOGRAPHIC INSTRUCTION FOR NONTRADITIONAL STUDENTS

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University of Nebraska-Omaha

Omaha, Nebraska

U.S. DEPARTMENT OF EDUCATION
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"(GIVE US) AN ASSIGNMENT TO DO ON OUR OWN DURING THE WEEK."

"(I) DID LEARN HOW HELPFUL EVERYONE IS AT THE LIBRARY."

"EVERYONE SHOULD GO THROUGH IT. KEEP UP THE GOOD WORK!"

How often do you receive this type of feedback from a bibliographic instruction class? The library instruction that provides this positive response is part of an unusual program at the University of Nebraska at Omaha (UNO) called New Start.

The New Start program was initiated at UNO in 1975 to focus on the needs and concerns of nontraditional students. For New Start purposes, a nontraditional student is a person at least 25 years old who has been away from formal education for at least three years. As an urban university, UNO attracts a large number of students who do not fall into the "traditional" 18-22 year-old age group. Since nearly 50 percent of the students at UNO are over 25, there is clearly an audience for such a program.

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Although these nontraditional students are highly motivated, many lack academic self-confidence and may feel out of touch and out of place on the college campus. Rusty academic skills and outside pressure from jobs and families often add to their difficult adjustment. To ease this adjustment to academic life, the College of Arts and Sciences offers New Start as an elective course for one hour of credit. During the semester, the main objective of New Start is to create a support system for the students. The instructor provides knowledge and friendship. The student group of others who are "all in the same boat" creates a peer support system. Weekly lunches carry on the support even after the formal class sessions have ended. Dr. Marge Wikoff, New Start instructor since its inception, reports that students return often for a chat or advice. In addition, New Start students receive campus orientation and career counseling. They review basic skills in math and English; they learn study and test taking skills, stress management, and library skills.

The largest single block of New Start time -- 25 percent of the class sessions -- is spent on instruction on the use of library resources. The library classes are taught by at least two librarians. During the 1985-86 school year, there were five sections of New Start which ranged in size from 15-20 students. In the past, classes were composed mainly of middle-aged women. Now we find one-third to

one-half of the class are men and there is a broad spectrum of ages from 25 on up.

The library section of the New Start program consists of four classes, one and one-half hours in length, taught over a four week period. The first week, after a brief tour, we cover the card catalog and Library of Congress subject headings. Indexes and periodicals are covered in the second session, abstracts in the third, and government documents in the final session. The UNO Library made videotapes that give a brief but clear description of the more heavily used library tools. The tapes are usually shown in their entirety describing a series of basic sources. For the New Start classes, we isolate a single portion of the tape dealing with the subject of the week.

The third session is a good example of the bibliographic instruction taught to the New Start classes. The class begins by giving the students the handouts for the week and returning the previous week's assignment. We allow time for questions and take this opportunity to note frequently-made errors, or to offer praise and encouragement. The abstract section of the bibliographic instruction videotape is shown, giving a detailed, but concise explanation of Psychological Abstracts. After the video, we go over the abstracts again, since most of the students have never heard of or dealt with abstracts. After

careful explanation of what is required on the worksheet, the students complete the assignment in the reference area.

The worksheets require the students to make good use of the tool introduced that week. The student always completes the worksheet during class time when the librarians are present to offer assistance and reinforcement. The students are given some three dozen topics and asked to pick one to use throughout the four week session. We also specify certain tools and in the third session, six abstracts with fairly typical formats are used. We do this to prevent them from using more complicated abstracts such as Biological or Chemical Abstracts in this first effort.

After completing the worksheet, a list of dates is given to the students so they may locate information in newspaper microfilm. At the end of last semester one student commented on an evaluation form that we were a grim lot, since virtually all of our topics dealt with assassinations, invasions, and other tragedies which were picked because of the big headlines. So, we included some more upbeat topics such as Royal Weddings, man on the moon and the rededication of the Statue of Liberty. The hands-on experience of threading the microfilm reader and reading the headlines printed for the date selected is always very popular. Some students go back for more microfilm and look up other topics such as what happened on the date of their birth. Most cannot resist reading the advertisements for

the date picked. It is definitely the highlight of the session and it is hard to tear them away.

The students are asked to fill out an evaluation form during the last class. This evaluation gives us feedback on the content of the classes, and we take the comments into consideration when the Library Orientation Workbook and the worksheets are revised. We try to use the evaluation sheets to get an impression of the overall impact of the sessions. They also allow us to adjust different aspects of the course to better fit the students' needs and interests. The most frequent comment is that the library instruction is too short, even though it lasts for four weeks.

Suggestions for improving the course can result in specific action. When evaluations mentioned that the library instruction would be better taught earlier in the semester so the students could utilize the knowledge for research papers, we arranged with the New Start instructors to shift the schedule for the following semester.

Overall, the evaluations tend to reinforce our own assessment of the New Start sessions. The worksheets done with librarians on hand to answer any questions come across consistently as the most valuable experience. The evaluation feedback tells us we are reaching our goals:

--the students are learning how to use the "basics" in the library, and

--they are learning that reference people are

friendly and willing to help even the most inexperienced student.

Many of us enjoy bibliographic instruction, and there is no program we have found to be more enjoyable and rewarding to offer than New Start. We give lots of one-shot lectures in our department - last year we presented just over 200 lectures and reached approximately 4,000 students. However, in a university of 15,000, we don't typically get acquainted with more than a few of our students by name.

Thus, we enjoy having the chance to get to know some students in the library setting over a period of several weeks. More significantly, this more intensive format enables us to reinforce some of the skills that are usually just described. We are able to talk about sources, show students where these sources can be found, answer questions while they are using them, and verify that they have used them correctly. To an extent, we are able to do the thorough job of teaching that we normally can't do in a 50-minute lecture. This eases our frustration level, because we can keep working with the students until they seem confident as well as competent.

The students are typically apprehensive and unsure of themselves, but very highly motivated and incredibly appreciative of our efforts. They sometimes seem incredulous that a librarian would take them seriously and spend so much time with them. You might think that we are excited about this program because it makes us feel like

we're doing the kind of work we thought we would be doing when we decided to become librarians, and you would be right.

There is also a down side to New Start. We reached approximately 85 students in five sections of New Start during 1985-86. To do this we involved three different librarians and four paraprofessionals, usually with either two or three of us involved with each section. We typically spend two to two and a half hours per person per week for the four-week duration of the class, as well as one or more planning meetings before and a post-mortem after the last class. That's a lot of time to spend on 85 students.

Most realists would view this ratio of staff to student as being inappropriate. It is, indeed, a luxury course, but to date we have kept it in our offerings because of the immensely positive feedback we get from students and staff. We do it partly because we are doing the kind of competency-based teaching that we would like to achieve with all our students, but seldom do.

We are all aware of the changing age profile of the American population. As fewer and fewer people fall within the traditional "college age", we will all be looking to various nontraditional groups as our clientele. Our guess is that UNO has the oldest average student age of any school in Nebraska, in large part because of our urban setting, but all of us will be courting the older students in years to

come. One factor many nontraditional students have in common is anxiety, including library anxiety. They are unfamiliar with any library, and feel particularly insecure in a college or university library.

We have described one program which we have found to be very well-received, but there are some special factors involved. That is, the New Start program has recruited people who recognize the need for some extra support, and are at least potentially receptive to our efforts. We view our New Start efforts not as the answer to all the needs of all nontraditional college students, but rather as one approach that we have found to be very successful.

NEW START

LIBRARY ORIENTATION WORKBOOK

UNIVERSITY OF NEBRASKA AT OMAHA

Name_____

2/87

INTRODUCTION

This library orientation workbook has been designed specifically for students in the Newstart Program.

The objective of both the program and the workbook is to acquaint students with basic library resources. This workbook is intended to define general types of library tools and provide an introduction and guide to their use. Comprehensiveness is not attempted. However, by reading the workbook and completing the exercises, a beginning student should attain a basic understanding of resources available in the UNO Library. It is hoped that this understanding will serve as a base for future learning and library use.

After completing this workbook, you will have had experience working with the following five library resources:

1. card catalog
2. periodical indexes
3. abstracts
4. Microforms room - also called the media center
5. government documents

Topics to be covered:

Session I - Card catalog
Library of Congress subject headings

Session II - Indexes
UNO Serials list

Session III- Abstracts
Microforms room

Session IV - Government documents
Interlibrary loan

If you have any questions regarding Newstart assignments or any other work you are doing in the library, feel free to ask a reference librarian for assistance.

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I. CARD CATALOG

DEFINITION. A library's CARD CATALOG is the collection of drawers which contain records (normally 3 in. x 5 in. cards) of the material held by the library. With the card catalog you can obtain information about the library's holdings, and most importantly, the CALL NUMBER with which you can locate the item in the library. At UNO, the card catalog is used primarily for locating BOOKS in the collection.

FORMAT. There are three main parts to the card catalog in the University Library: the AUTHOR card catalog, the TITLE card catalog, and the SUBJECT card catalog. The particular section you use depends on what information you already have and what information you need.

USING THE CARD CATALOG. Each of the three main parts of the card catalog has its own type of card relating to a book. The three types of cards will contain the same basic information about a book. The only difference between a book's card in the author catalog, versus its card in the title catalog or the subject catalog, is the first line of each card:

AUTHOR CARD -- first line will contain author's name.

TITLE CARD -- title is printed at top of card (as well as in body of card); otherwise information given is same as on author card.

SUBJECT CARD --a subject heading is printed at the top of the card; otherwise information given is the same as on author card or title card.

See the following page for examples of library catalog cards.

CATALOG CARDS

AUTHOR CARD

```
HD
2346
.05
W3472     Walton, John B.
            Small business start up manual : a
          professional manual for entrepreneurs
          who want to buy or start a small
          business / by John B. Walton. --
          Dallas, Tex. : Waybridge Pub. Co.,
          c1981.
            220 p. : ill. ; 24 cm.
            Companion vol.: Business
          profitability data--1980.
            Includes bibliographical references
          and index.

            1. Small business--United States.
          I. Title  II. Title: Business
          profitability data--1980.


  NbOU    02 APR 82    8154282  NBUUsl      81-50038
```

TITLE CARD

```
Small business start up manual

HD
2346
.05
W3472     Walton, John B.
            Small business start up manual : a
          professional manual for entrepreneurs
          who want to buy or start a small
          business / by John B. Walton. --
          Dallas, Tex. : Waybridge Pub. Co.,
          c1981.
            220 p. : ill. ; 24 cm.
            Companion vol.: Business
          profitability data--1980.
            Includes bibliographical references
          and index.

            1. Small business--United States.
          I. Title  II. Title: Business
          profitability data--1980.


  NbOU    02 APR 82    8154282  NBUUsl      81-50038
```

SUBJECT CARD

```
SMALL BUSINESS -- UNITED STATES

HD
2346
.05
W3472     Walton, John B.
            Small business start up manual : a
          professional manual for entrepreneurs
          who want to buy or start a small
          business / by John B. Walton. --
          Dallas, Tex. : Waybridge Pub. Co.,
          c1981.
            220 p. : ill. ; 24 cm.
            Companion vol.: Business
          profitability data--1980.
            Includes bibliographical references
          and index.

            1. Small business--United States.
          I. Title  II. Title: Business
          profitability data--1980.


  NbOU    02 APR 82    8154282  NBUUsl      81-50038
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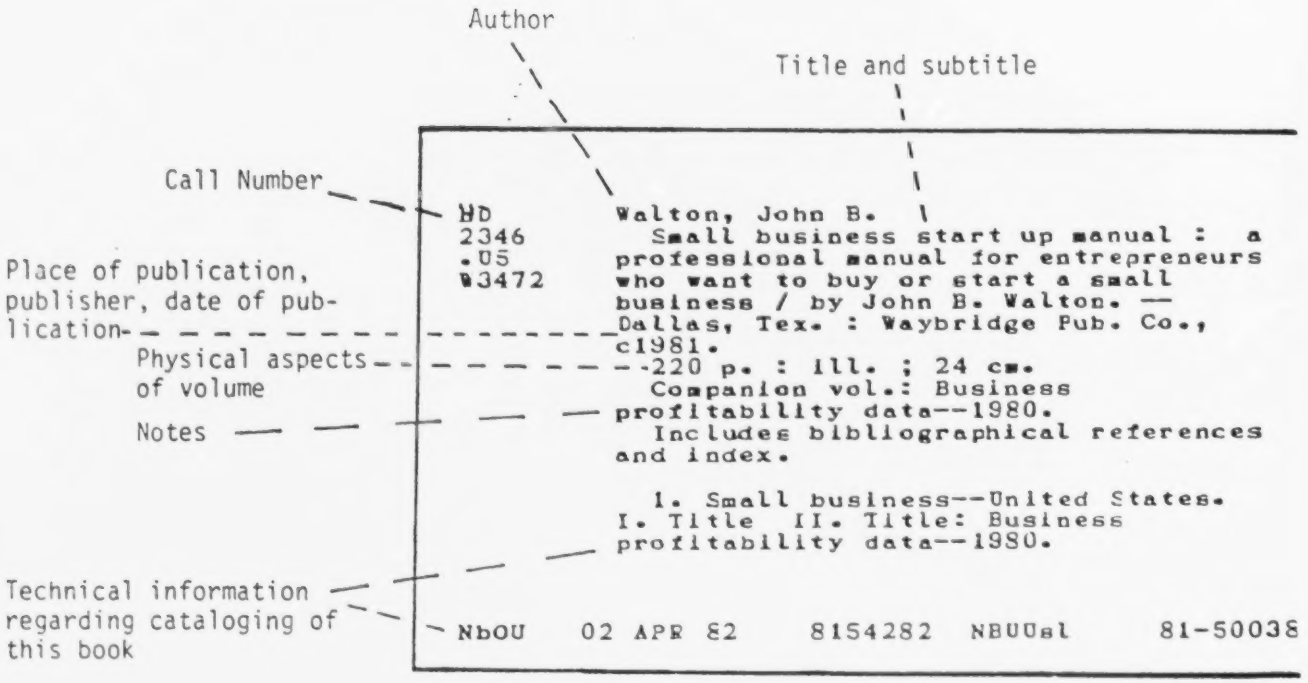
ELEMENTS OF A CATALOG CARD


Author
Title and subtitle
Call Number
Place of publication, publisher, date of publication
Physical aspects of volume
Notes
Technical information regarding cataloging of this book
HD
2346
.05
W3472
Walton, John B.
Small business start up manual : a professional manual for entrepreneurs who want to buy or start a small business / by John B. Walton. — Dallas, Tex. : Waybridge Pub. Co., c1981.
220 p. : ill. ; 24 cm.
Companion vol.: Business profitability data--1980.
Includes bibliographical references and index.
1. Small business--United States. I. Title II. Title: Business profitability data--1980.
NbOU 02 APR 82 8154282 NBUUsl 81-50038

I. CARD CATALOG (cont.)

To find a book or books written by a particular author, look in the AUTHOR card catalog under the author's name. Note: most authors are individuals (Mark Twain, Erica Jong, Aesop) but an author can also be a corporation, government body, institute, university, conference or other collective body (General Motors, United States Congress, American Red Cross.)

If you only know the title of a particular book you wish to find, look in the TITLE card catalog.

However, as is most often the case, you may wish to find books dealing with a particular topic. Consult the SUBJECT card catalog under the appropriate subject heading. Be careful, though! If you do not use the proper ("official") subject heading you may not find any books listed which deal with your topic; or you might be led to books that are not on the topic you had in mind. Therefore, you should first consult Library of Congress Subject Headings, a two volume set which will help you determine the correct subject heading(s) under which to look.

LIBRARY OF CONGRESS SUBJECT HEADINGS

The Library of Congress Subject Headings volumes list main subject headings and also suggest related terms, which may be broader or narrower in scope.

Proper subject headings are listed in dark print.

Related subject headings which can be used to locate additional material are listed under notations "sa" and "xx."

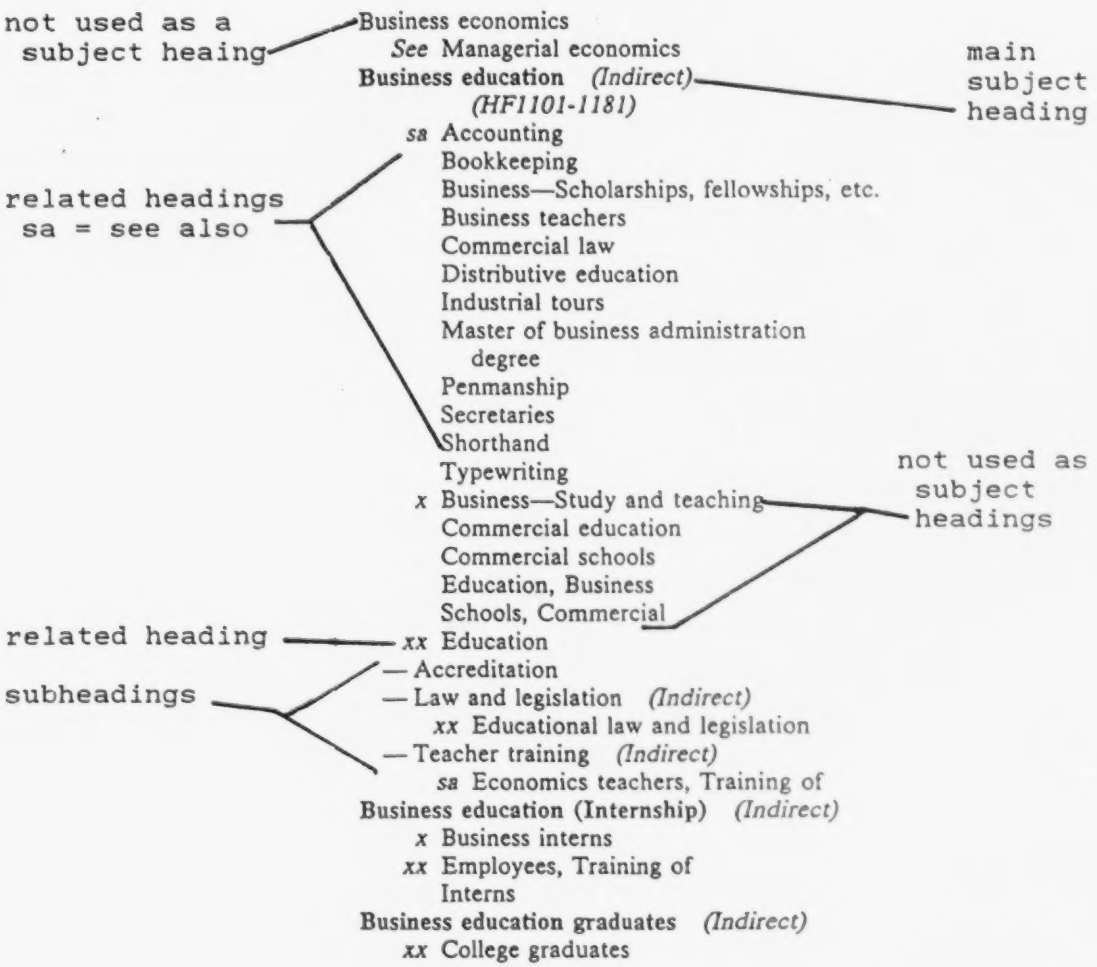
Terms under "sa" are usually narrower headings, and terms under "xx" are usually broader headings. Terms listed under "x" (i.e., one x) are subject headings not used by the Library of Congress. Books cannot be found in the card catalog under the "x" terms.

Following the list of "sa", "xx", and "x" terms there may be subheadings of the main, dark-printed term. The subheadings are preceded by a dash. This occurs with broad, complex main headings, such as UNITED STATES.

Finding that a term is in dark print, or has "sa" or "xx" before it, does not guarantee the UNO library will have a book on that topic. But if the library does have a book classified with

that proper subject heading, you will only find it under the heading exactly as it is written out and punctuated in Library of Congress Subject Headings.

Below is a typical section taken directly from that set:



THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The books in this library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 21 classes, as outlined below. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

Classes

A GENERAL WORKS
(General encyclopedias, reference books, periodicals, etc.)

B PHILOSOPHY—RELIGION
- B–BJ Philosophy, including BF, Psychology
- BL–BX Religion

C AUXILIARY SCIENCES OF HISTORY
- CB History of civilization (General)
- CC Archaeology
- CD Archives
- CJ Numismatics
- CR Heraldry
- CS Genealogy
- CT Biography (General)

D HISTORY: GENERAL AND OLD WORLD
(Including geography of individual countries)
- D World history, including World Wars
- DA Great Britain
- DB Austria
- DC France
- DD, etc. Other individual countries

E–F HISTORY OF AMERICA
(Including geography of individual countries)
- E 1–143 America (General)
- E 151–857 United States (General)
- F 1–957 United States: States and local
- F 1001–1140 Canada
- F 1201, etc. Other individual countries

G GEOGRAPHY, ANTHROPOLOGY, FOLKLORE, ETC.
- G Geography (General)
- GB Physical geography
- GC Oceanography
- GN Anthropology
- GR Folklore
- GV Recreation

H SOCIAL SCIENCES
- HA Statistics
- HB–HJ Economics
- HM–HX Sociology

J POLITICAL SCIENCE
- JA–JC Political science
- JF–JQ Constitutional history and public administration
- JS Local government
- JX International law

K LAW

L EDUCATION

M MUSIC
- M Scores
- ML Literature of music
- MT Musical instruction

N FINE ARTS
- NA Architecture
- NB Sculpture
- NC Graphic arts
- ND Painting
- NK Decorative arts

Classes

P LANGUAGE AND LITERATURE
- P Philology and linguistics
- PA Classical languages and literatures
- PC Romance languages
- PD–PF Germanic languages, including PE, English
- PG Slavic languages and literatures
- PJ–PL Oriental languages and literatures
- PN General and comparative literature
- PQ Romance literatures
- PR English literature
- PS American literature
- PT Germanic literatures
- PZ Fiction in English. Juvenile literature

Q SCIENCE
- QA Mathematics
- QB Astronomy
- QC Physics
- QD Chemistry
- QE Geology
- QH Natural history
- QK Botany
- QL Zoology
- QM Human anatomy
- QP Physiology
- QR Bacteriology

R MEDICINE

S AGRICULTURE
- SB Plant culture and horticulture
- SD Forestry
- SF Animal culture
- SH Fish culture and fisheries
- SK Hunting sports

T TECHNOLOGY
- TA General engineering, including general civil engineering
- TC Hydraulic engineering
- TD Sanitary and municipal engineering
- TE Highway engineering
- TF Railroad engineering
- TG Bridge engineering
- TH Building construction
- TJ Mechanical engineering
- TK Electrical engineering. Nuclear engineering
- TL Motor vehicles. Aeronautics. Astronautics
- TN Mining engineering. Mineral industries. Metallurgy
- TP Chemical technology
- TR Photography
- TS Manufactures
- TT Handicrafts. Arts and crafts
- TX Home economics

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY AND LIBRARY SCIENCE

BIOGRAPHY: Lives of individuals, illustrative of any subject, are normally classified with that subject, *e.g.* Albert Einstein is classified in QC16.E5. Otherwise, they are classified with general biography in CT.

The complete Library of Congress call number for any book may be found by consulting the card catalog.

THE LIBRARIAN WILL BE HAPPY TO ASSIST YOU IF YOU ARE UNABLE TO FIND THE BOOK YOU WANT

II. PERIODICAL INDEXES

DEFINITION. Periodical indexes are research tools that locate information in newspapers, magazines, professional journals, or other types of publications that, generally, appear more than once a year. The contents of periodicals are NOT found in the card catalog. A periodical index saves you from having to skim through many issues of a periodical to find the information you are seeking, by telling you exactly when and where particular articles on your topic can be found.

FORMAT. Most periodical indexes are alphabetical subject and author listings of articles. They usually come out as paper issues once a month and are cumulated and bound into book form at the end of the year.

EXAMPLE. Your topic of research is computer crime. Articles on this topic might be indexed by several periodical indexes; the following entry is taken from Business Periodical Index.

→ Computer crimes
See also
Computer programs—Pirated programs
Computers—Access control
Computers—Security measures
Insurance, Computer crime
Bad bankers love hackers [distract the public from bankers' dismal performances] M. Mandell. *Comput Decis* 16:10 S '84
Before disaster strikes, fortify your computer. H. M. Kluepfel. diags tabs *Secur Manage* 29:35-40 Mr '85
Clerical types commit most EDP crimes. *Natl Underwrit (Prop Casualty Insur Ed)* 88:43 N 16 '84
Computer crime [your association's vulnerability] T. H. Lydecker. *Assoc Manage* 36:62-6 N '84
→ Computer crime: theft in bits and bytes. M. Lewis. *Nations Bus* 73:57-8 F '85

This entry tells you:

SUBJECT:	Computer crimes
TITLE OF ARTICLE:	"Computer crime: theft in bits and bytes."

AUTHOR OF ARTICLE:	M. Lewis
SPECIAL NOTATION:	None for this article. il would mean the article is illustrated; bibl indicates a bibliography, etc. There is a key to notations at the front of the index.
TITLE OF PERIODICAL	Nations Bus is the abbreviation, and the key in the front of the index tells us that the full name is Nations Business.
VOLUME OF PERIODICAL	73
PAGES	57-8
DATE OF ISSUE	F '85. Key in front of index explains abbreviations such as "O", "My", "S", etc.

III. LOCATION OF PERIODICAL CALL NUMBERS

When you have selected an article from the periodical indexes or abstracts that you wish to read, the next step is to find out if UNO has the magazine the article is in, and, if so, where to locate the magazine in the library. In order to do this, you have to make sure you have the complete title of the magazine, which can usually be verified in front of the index or abstract that you used.

Magazines in the UNO library are in two locations:

a. current issues and current year - shelved alphabetically by title in the northeast corner of the main (or second) floor.

b. earlier years - on the first floor shelved in call number order in one of three formats:

   1. paper form (bound or unbound)
   2. microfilm (Media center/Microforms room)
   3. microfiche (Media center/Microforms room)

UNO library has an alphabetical listing of the magazines it owns called the Serials list. ("Serials" is another word for "periodicals".) This computerized printout of the library's periodical holdings is located on the tables directly in front of the Reference Desk. The list indicates which magazines can be found in the library, how far back the library has each magazine, and in which format(s) the magazine is available.

The page after next illustrates magazine entries found in the Serials list. To continue with our example above, let's look up Nations Business in the Serials list. UNO library's holdings of this periodical include everything from Volume 1 (1912) to the present. The call number of the periodical is "HF 1. N4." Volumes 1-18, 33-35, and 54-63 are available on microfilm under that call number in the Microforms room on the first floor. Volumes 64 to the present (except for the most current issues, usually the current year's worth) are on microfiche, under the same call number, also in the Microforms room. Any volumes that we hold that are not specified as microfilm or microfiche can be assumed to be in bound volumes on the shelves in the main section of the first floor. Thus, Volumes 19-32 and Volumes 36-53 would be in bound volumes at HF 1. N4. The most recent issues of this

and all other periodicals can be found on shelves in the northeast corner of the second, or main floor of the library.

A Library Facts Sheet called "How to use the UNO Serials List" explains in more depth how to find periodicals in the library. This sheet is available next to the Serials list on the tables in front of the Reference Desk.

If you have <u>any</u> questions regarding the Serials list, feel free to ask for help at the Reference Desk.

BY TITLE

CALL NUMBER	TITLE/HOLDINGS/PUBLISHER	MICROFORM HOLDING	LOCATION
HJ 2240.N32	NATIONAL TAX JOURNAL V.1- 1948- NATIONAL TAX ASSOCIATION	FILM V.1-9,12 1948-1956,1962	Periodical
HF 2425.D53	NATIONAL TRADE AND PROFESSIONAL ASSOCIATIONS OF THE UNITED STATES CURRENT YEAR ONLY COLUMBIA		Reference
HG 8523.N4	NATIONAL UNDERWRITER COMPANY FIRE CASUALTY AND SURETY BULLETIN 4V.LOOSELEAF. UPDATED IRREG. NATIONAL UNDERWRITER CO.		Reference
HG 8751.N3	NATIONAL UNDERWRITER LIFE AND HEALTH EDITION V.60,1956- NATIONAL UNDERWRITER CO.	MICROFILM:64-	Periodical EXCEPT CURRENT ISSUES
HG 9651.N3	NATIONAL UNDERWRITER PROPERTY AND CASUALTY EDITION V.64,1960- NATIONAL UNDERWRITER CO.	FILM:64,1960-	Periodical EXCEPT CURRENT ISSUES
Z 6620.U4N3	NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS 1959-1972		Bibliographic Room
TD 803.N34	NATIONAL WASTE PROCESSING CONFERENCE.PROCEEDINGS V.7,1976 AM.SOC.MECHANICAL ENGINEERS		Stacks
S 964.U6N35	NATIONAL WILDLIFE V.1-15,17,19- 1962-1977,1979,1981- NATIONAL WILDLIFE FEDERATION	FILM V.1-10 1962-1972	Periodical
HX 1.N2	NATIONALIST V.1,1889-V3,1891	ALL ON FICHE	Microfiche
HF 1.N4	NATIONS BUSINESS V.1,1912- NATIONS BUSINESS	FILM:V.1-18;33-35;54-63;FICHE:V.64-	Periodical
JS 39.N327	NATIONS CITIES V.1-16. 1936-1978.	FILM:1-7;FICHE:14-16 0028-0488	Periodical
JS 39.N328	NATIONS CITIES WEEKLY V.2- 1979- NATIONAL LEAGUE OF CITIES	FICHE V.2- 1979- EXCEPT CURRENT ISSUES 0164-5935	Periodical
L 11.N28	NATIONS SCHOOLS V.1-94 1928-1974 MCGRAW-HILL, INC.	FILM V.79-94 1967-1974	Periodical

IV. ABSTRACTS

DEFINITION. Abstracts are another means of locating periodical articles. Abstracts provide more information about an article than periodical indexes, mainly a synopsis that can prove useful in judging the value of an article to your research.

FORMAT. Most volumes in an abstract series have two or more parts. Usually there is a subject index section that refers the researcher to a numbered entry that contains the bibliographic information and synopsis. Entries are arranged in numerical order. Often there are other access points, such as an author index and a keyword index. The latter functions as an additional subject approach.

EXAMPLE. The subject index may yield the following references:

Computers [See Also Digital Computers]
attitudes toward small computers, 6–18 yr olds, 9112
BASIC programs for microprocessors, factor structure comparisons, 19355
BASIC programs for observational research using TRS-80 Model 100 portable & Model 4 computers, 27554
capacities & characteristics of available computer system models, counselor training, literature review, 10503
computer application design parameters, task performance & health, computer operators, 32976
computer competencies, elementary school counselors, 19008
→ computer games, school counseling, children, 18994

The phrases are subject headings, listed, as usual, in alphabetical order. The numbers (in this and most abstract series) refer to numbered entries in the front of the volume--not to pages! Referring to "computer games, school counseling, children, 18994", under "Computers [See Also Digital Computers]", the appropriate entry in the front of this volume yields:

18994. **Bowman, Robert P. & Rotter, Joseph C.** (U South Carolina) **Computer games: Friend or foe?** *Elementary School Guidance & Counseling,* 1983(Oct), Vol 18(1), 25–34. —Discusses concerns about computer games such as violence, competition, and becoming "hooked." New games have been designed to enhance cooperation, to allow the child to create, and to present programs for social and emotional learning. Some programs for record keeping, behavior modification, and support have been developed for the school counselor. It is suggested that counselors become computer literate, share student microcomputers, and involve students in counselor computer programs. A list of games that may be useful in counseling children is included. (18 ref)

This is the abstract of the article. The elements of it are:

ENTRY NUMBER: 18994

AUTHORS: Robert P. Bowman and Joseph C. Rotter

AFFILIATION OF AUTHOR(S): University of South Carolina. Affiliation is usually a university, college, or other institution of research.

TITLE OF ARTICLE: "Computer games: Friend or foe?"

TITLE OF PERIODICAL: Elementary School Guidance & Counseling

DATE OF ISSUE: October, 1983.

VOLUME NUMBER AND ISSUE NUMBER: Volume 18, number 1

PAGES: article is on pages 25 through 34.

ABSTRACT: The article summary, which begins after the page numbers. The "18 ref" at the end of the abstract indicates the article's bibliography contains 18 references.

To see if the library has the periodical Elementary School Guidance & Counseling, where the article is located, go to the UNO Serials list and look under that title. If the library has this periodical, it will be listed there along with its call number.

V. MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

The Monthly Catalog is an index to documents published by the federal government, one of the largest publishers in the world. One of the main ways to locate U.S. government documents in the UNO library is through the Monthly Catalog.

For example, let's suppose you are interested in finding documents on nutrition. By looking in the subject index of the Monthly Catalog for a given year, you will be able to locate documents on nutrition.

Subject Index

Nursing U.S. Bibliography Catalogs.

Nursing — United States — Bibliography — Catalogs.
Nurses and nursing care., 82-25960

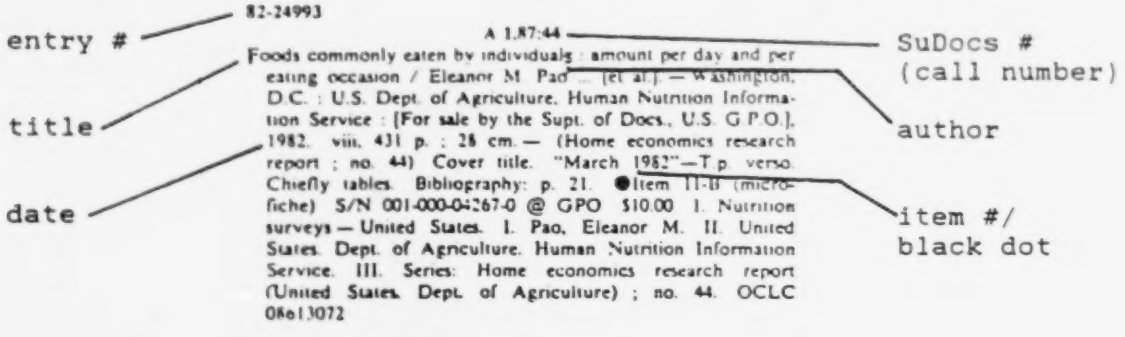
Nutrition surveys — United States.
Foods commonly eaten by individuals : amount per day and per eating occasion /, 82-24993

Nutrition surveys — United States — Statistics — Periodicals.
Nutrition surveillance. Annual summary /, 82-26158

Nuts — United States — Statistics — Periodicals.
Noncitrus fruits and nuts. 82-25177
Noncitrus fruits & nuts. Annual summary., 82-25177

Under the subject heading "Nutrition surveys - United States" is the title of a government document dealing with nutrition. "82-24993" is the entry number. "82" indicates the year of the Monthly Catalog used.

By locating that entry number in the main body of the Monthly Catalog, you will be able to find out more information about this document.


entry #
title
date
82-24993
A 1.87:44
SuDocs # (call number)
author
item #/ black dot
Foods commonly eaten by individuals : amount per day and per eating occasion / Eleanor M. Pao ... [et al.]. — Washington, D.C. : U.S. Dept. of Agriculture, Human Nutrition Information Service : [For sale by the Supt. of Docs., U.S. G.P.O.], 1982. viii, 431 p. : 28 cm. — (Home economics research report ; no. 44) Cover title. "March 1982"—T.p. verso. Chiefly tables. Bibliography: p. 21. ●Item 11-B (microfiche) S/N 001-000-04267-0 @ GPO $10.00 1. Nutrition surveys — United States. I. Pao, Eleanor M. II. United States. Dept. of Agriculture. Human Nutrition Information Service. III. Series: Home economics research report (United States. Dept. of Agriculture) ; no. 44. OCLC 08613072

If there is a black dot or item number in the entry, this indicates the document is available to depository libraries, the libraries which regularly receive U.S. government documents. The government also publishes many documents that are unavailable to libraries. If the entry has an item number or black dot, the UNO library, as a depository library, may have that document. If the entry has no item number or black dot, the UNO library will not have that document.

You can also locate documents through the author index.

Author Index

Pao, Eleanor M.
Foods commonly eaten by individuals : amount per day and per eating occasion /. 82-24993

The title index is another way to retrieve documents.

Title Index

Foods commonly eaten by individuals : amount per day and per eating occasion /
. 82-24993

You may also locate this document through the title keyword index. Main words from titles are listed alphabetically with their entry numbers given.

Title Keyword Index

"

interior coal region /, Best current pract	82-26397
Eastern Art Together with Structures for Related E	82-26049
Eastern Europe, review of agriculture in ... and o	82-25191
eaten by individuals :amount per day and per eatin	82-24993
eating occasion /, Foods commonly eaten by individ	82-24993
EC-9400V (STDD) and EC-9428V (PORT) for 82 foot pa	82-26851
EC-9428V (PORT) for 82 foot patrol boat /, Standar	82-26851
ECC interactions /, Summary of refill effects stud	82-27129

"

The title of the document is "Foods commonly eaten by individuals: amount per day and per eating occasion."

Recent Montly Catalogs are found behind the Reference Desk. Older ones are in the reference stacks near the windows. A second copy of the Monthly Catalog can be found in front of the Documents window on the first floor. Feel free to ask at the Reference Desk for assistance in using the Monthly Catalog.

SUGGESTED LIST OF TOPICS

1. Sports/Athletics
2. Alcohol/Alcoholics
3. Abortion
4. Crime/Criminals
5. Juvenile delinquency
6. Child abuse
7. Death/Dying
8. Working women
9. Cancer
10. Drugs/Narcotics
11. Nutrition/Diet
12. Aged
13. Evolution/Creationism
14. Management
15. Advertising
16. Depression
17. Personnel
18. Surrogate mothers
19. Pollution
20. AIDS (Acquired immune deficiency syndrome)
21. Handicapped
22. Genetics/Genetic engineering
23. Marriage
24. Conservation
25. Drug testing
26. Smoking
27. SDI/Star Wars
28. Gun control
29. Computers
30. Teaching
31. Divorce
32. Intelligence
33. Minorities (Blacks, Indians, Women...)
34. Communism
35. Infants
36. Censorship
37. Robots
38. Endangered species
39. Stress
40. Exercise

Name _____

LIBRARY OF CONGRESS SUBJECT HEADINGS

A. Pick a topic from the "Suggested List of Topics" sheet. Use the Library of Congress Subject Headings books to find the main subject heading and related terms listed for your topic.

Your topic_____

Main subject heading _____

Related terms:_____

_____

_____

_____

B. A student looks in the Library of Congress Subject Headings books and finds this entry:

Old age pensions
sa Civil service pensions
x Retirement pensions
xx Retirement income

1. What does "sa" indicate?_____

2. What does "x" indicate?_____

3. What does "xx" indicate?_____

C. Look in the subject card catalog using two of the subject headings you listed in part A. List the complete bibliographic information for two titles found there.

1. subject heading used _____

author _____

title_____

place of publication _____

publisher _____

date of publication _____ call no. _____

2. subject heading used_____

author _____

title _____

place of publication _____

publisher _____

date of publication _____ Call no. _____

D. Pick an author (e.g. William Shakespeare, Carl Sagan). Use the author card catalog to see if UNO has any books by your author. If not, choose another author, until you find one listed in the author card catalog. List the complete bibliographic information for that title.

your author _____

title _____

place of publication _____

publisher _____

date of publication _____ Call no. _____

E. Find one of the books you found in the card catalog (sections C or D above) on the shelf upstairs. If you find the book, or find where it is supposed to be, write down the titles of two books shelved next to it. You may notice these books are probably related to the one you are looking for.

1. _____

2. _____

SELECTED LIST OF INDEXES	LOCATION
Applied Science and Technology Index	Table 9 - South
Biological & Agricultural Index	Table 9 - South
Business Periodicals Index	Table 3 - South
Education Index	Table 2 - South
General Science Index	Table 1 - South
Humanities Index	Table 6 - South
Readers' Guide to Periodical Literature	Table 1 - North
Social Sciences Index	Table 6 - South

Name _____

Class day & time _____

PERIODICAL INDEXES WORKSHEET

Using the same topic you chose for the last exercise, locate a periodical article on your topic. Choose an index from page D and complete the information below.

1. Your topic is _____

Name of periodical index_____

_____ Date_____ Volume # _____

Subject heading selected _____

_____On page #_____

Title of article_____

Author of article_____

Is there an indication that the article is illustrated or has a bibliography?_____ What is it?_____

Abbreviation of periodical title _____

Complete title of periodical_____

_____

Periodical volume #_____ Pages_____ Date_____

Does UNO have this periodical? Check the UNO Serials list. (If UNO does not have it, choose another magazine from the Serials list). Then complete the information below.

Title of magazine_____

Call number for magazine_____

What volumes are available at UNO?_____

Are any volumes on microfilm?_____ Which ones?_____

Are any volumes on microfiche?____ Which ones_____

(continued on next page)

Using the same topic you chose for the last exercise, locate another periodical article. Choose a different index from page D and complete the information below.

2. Name of periodical index_____

_____ Date_____ Volume #_____

Subject heading selected_____

Title of article_____

Author of article_____

Is there an indication that the article is illustrated or has a bibliography?_____ What is it?_____

Abbreviation of periodical title _____

Complete title of periodical_____

_____

Periodical volume #_____ Pages_____ Date_____

Does UNO have this periodical? Check the UNO Serials list. (If UNO does not have it, choose another magazine from the Serials list.) Then complete the information below.

Title of magazine_____

Call number for magazine_____

What volumes are available at UNO?_____

Are any volumes on microfilm?_____ Which ones?_____

Are any volumes on microfiche?_____ Which ones?_____

3. If either one of your articles is in paper form in either current or bound periodicals, go to the shelves to find it. You will need the call number for bound periodicals.

Name _____

Class day & time _____

ABSTRACTS WORKSHEET

Using an abstract from the list of abstracts below, complete the following exercise.

Your topic is _____

Name of abstract used _____
Date_____ Volume_____

Subject heading selected from subject index_____

Entry number _____ Page # where abstract is located_____

Author of article _____

Title of article _____

Title of magazine or other source _____

_____

Date_____ Volume #_____ Issue #_____ Pp. of article_____

SELECTED LIST OF ABSTRACTS (choose one)	LOCATION
Abstracts in Anthropology	Range A West
Child Development Abstracts & Bibliography	Range A West
Criminology and Penology Abstracts	Range B West
Psychological Abstracts	Range B West
Sage Public Administration Abstracts	Range B West
Social Work Research and Abstracts	Range B West

(continued on next page)

LIST OF DATES FOR MICROFILM EXERCISE

Stock Market crash	October 29, 1929
Martin Luther King assassination	April 4, 1968
Pearl Harbor Day	December 7, 1941
JFK assassination	November 22, 1963
Nixon's resignation	August 9, 1974
D-Day	June 6, 1944
Lincoln's assassination	April 14, 1985
Elizabeth becomes Queen of England	February 6, 1952
Pope John's death	June 3, 1963
Royal wedding	July 29, 1981
Man on the Moon	July 20, 1969
Lindberg NY-Paris flight	May 20-21, 1927
Statue of Liberty dedication	October 28, 1886

Name _____

Class day and time _____

MONTHLY CATALOG OF U.S. GOVERNMENT DOCUMENTS

Use the Monthly Catalog dated after 1976 to find a document on your topic.

1. Your topic is _____

Date of Monthly Catalog used: _____

Subject heading selected from subject index:_____

_____

Entry number _____

Superintendent of Documents Classification number:

_____

Author or Agency _____

Title _____

Date _____ Is this a depository item (black dot)? _____

2. Go to the documents department and try to locate your document by its Superintendent of Documents Classification number. Whether your document is there or not, browse around the documents to get an idea of the number and variety of publications available.

Evaluation Form - Library Sessions - Newstart

What did you like most about the course?_____

_____

_____

What did you like least about the course?_____

_____

_____

Was the course: too long _____ too short _____ just right _____

Was the information presented: too much _____ too little _____ just right_____

Was the information presented clearly? yes_____ no_____

Were the worksheets helpful? yes_____ no_____

Was the videotape useful? yes_____ no_____

What was most helpful to you? _____

_____

_____

What was least helpful to you? _____

_____

_____

Can you make suggestions to improve the course? _____

_____

_____

What would you have liked covered that wasn't? _____

_____

_____

Additional comments: _____

_____

_____

_____